



**OFFICE TECHNICIAN (GENERAL) and (TYPING) Series
7500-1138-9PB38**

This multi-level examination is for:

7500-1138-9PB38 OFFICE TECHNICIAN (GENERAL)
7500-1139-9PB38 OFFICE TECHNICIAN (TYPING)

Department(s):	State Personnel Board/Statewide
Opening Date:	1/11/2010 2:10:00 PM
Closing Date:	Continuous
Cut-off Date:	1/4/2015
Type of Examination:	SERVICEWIDE OPEN, NONPROMOTIONAL
Salary:	MONTHLY-RANGED-SALARY - \$2,638.00 to \$3,209.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

Please read important exam date information: Due to the new State of California Jobs website the Office Technician (General) & (Typing)

Examinations will be suspended on January 12, 2012 until late February 2012. Please check periodically for any new developments.

Message updated 1/30/2012

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for 12 months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the link to the Internet Examination at the bottom of this bulletin.

Testing Period: Once you have taken the examination, you not reapply for 12 months. Eligibility expires 24 months after it is established. Competitors must then retake the Readiness Evaluation to reestablish eligibility.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

ELIGIBLE LIST INFORMATION

A candidate may be tested only once in an 12 month period. Names of successful competitors are merged onto an existing eligible list in order of final scores, regardless of test date. The names will remain on the eligible list for a period of 24 months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements on the date they complete and submit their application and schedule a written test appointment via the Office Technician Internet Application Process.

MINIMUM QUALIFICATIONS

OFFICE TECHNICIAN (GENERAL)

EITHER I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II

Experience: Two years of clerical experience. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must

submit evidence of completion before they can be considered for appointment.]

OFFICE TECHNICIAN (TYPING)

EITHER I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II

Experience: Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

POSITION DESCRIPTION

OFFICE TECHNICIAN (GENERAL)

An Office Technician (General) is an advanced journey level that regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact, the use of good judgment and the ability to communicate effectively. Typically, the work at this level is rarely reviewed and some positions may have responsibility for functional guidance and training and assisting less experienced employees.

OFFICE TECHNICIAN (TYPING)

In addition to performing the above mentioned Office Technician (General) duties, an Office Technician (Typing) typically has typing duties encompass a significant proportion of their work time. Some positions may perform as secretaries to major division chiefs and/or one-person field office assignments.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Reading comprehension.
2. Mathematical calculations.
3. Writing skills.

B. Ability to:

1. Perform difficult clerical work, including ability to spell correctly.
2. Use good English.
3. Make arithmetical computations.
4. Follow oral and written directions.
5. Evaluate situations accurately and take effective action.
6. Read and write English at a level required for successful job performance.

7. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.
8. Communicate effectively.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC

A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The State Personnel Board

Examination and Selection Services Section

801 Capitol Mall

Sacramento, CA 95814

(866) 844-8671, TTY (916) 654-6336.

SPECIAL REQUIREMENTS

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local

offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <[link to class spec](#)>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service

are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

[Click here to go to schedule written exam.](#)